

GENERAL DATA PROTECTION REGULATION (GDPR) POLICY



This policy covers the Data Protection Act 2018 (DPA 2018) and the UK General Data Protection Regulation (UK GDPR)

4 Shires Swimming Club (4SSC) processes personal data relating to Swimmers, Parents/Guardians, Coaches, Volunteers and Committee members. We do this to assist in the running of the club and to provide a system of ensuring the welfare of all club members.

The personal data that we process may include, but may not be limited to, the following:

- Data relating to your identity (including name, date of birth, photographs, dependents, parental information, Swim England membership number)
- Contact details (home address, telephone numbers, email addresses, emergency contact details, school details)
- Medical information (details of doctor, medical conditions, medication, allergies)
- Bank account details to process invoices and payments (held by the Treasurer)
- Complaints or Disciplinary details

The collection of this information will benefit us by:

- Allowing for efficient communication of information regarding upcoming events, session changes, club policies and procedures to all members
- Registration of members with Swim England
- Allowing us to enter swimmers into competitions
- Processing performance data
- Ensuring coaching staff are fully informed about any medical conditions which could affect a member during training sessions

We also need it to satisfy the following:

- a) Legitimate Interest - to send information on activities and events which have been arranged as part of membership
- b) Contractual - to allow us to provide member services associated with the day to day running of the club and its activities such as requests for payments, admin charges, registers and fees
- c) Legal - to fulfil legal obligations for health and safety, insurance and child protection purposes

Who has access to your data? The following people may see your data:

Head Coach, Coaching Team, Team Managers, Welfare Officer, Committee Members including Club Chair, Club Secretary, Gala Secretary, Membership Secretary, Treasurer.

Named performance data will be displayed at Club and attended Galas.

Information that we collect will only be shared with the following organisations:

- Swim England (formerly ASA) – Name, Address, Date of Birth, Telephone Number, Email Address – to allow them to register you as a Swim England member, giving you access to licensed swimming events and Insurance
- Host Clubs of Swim Meets – Name, Date of Birth, Swim England Membership number – to allow you to be entered into a licensed meet and ensure you meet the entry conditions

We will not share any information about you with any other third parties without your consent unless the law allows or requires us to do so. Under the data protection legislation, you have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of data protection legislation

Personal data will be kept for the duration of your membership after which it will be deleted. However, performance data will be retained for club records.

Details of the personal data held by the club can be checked by:

- Logging into your account on Swim Manager – the management system that the swimming club uses
- Contacting the Club Membership Secretary at membership@4ssc.co.uk

Consent to share the details of key contacts with parents

There are certain individuals in the 4SSC club who are designated points of contact, eg. Head Coach or Welfare Officer. It is acceptable to share these contact details with parents provided that this is explained to such key contacts in advance and in line with the Club's privacy policy. The Head Coach and Committee members use email addresses ending in @4ssc.co.uk

Consent for photographic images

4SSC will obtain consent for the Club's use any photo of a member. A photograph of an individual does amount to personal data. When the Club is capturing images at an event it will ensure that members and swimmers are advised as early as possible of any filming or photography taking place so that they can then raise any concerns with the event organiser and work together to address any concerns. Friends and family of children may wish to take photos to celebrate their sporting achievements. If photography is allowed in the venue then those taking photos of children should focus on their own family members and friends and if other individuals are identifiable from those images then they should not be shared on social media without permission of the other identifiable individual(s).

Storage of personal data on laptops/PCs

Equipment will be password protected and access is restricted to those individuals who need it for carrying out club activities. When a committee member stands down, access to personal data will be removed and any personal data held will be deleted and/or returned to the club/their successor.

Accessing personal data in case of emergency

If another member is covering an activity then they may need one off access to personal data in case of emergency.

Consent for collecting medical information

If information about an individual's health is collected then this is subject to obtaining explicit consent. This will cover the processing of any special categories of personal data as well as consent for any sharing, eg. consent for being shared for the purpose of performance analysis.

Loss of personal data

This will be reported to the Club Chair and/or Club Secretary, when it will be assessed to see if a breach has occurred and if it is reportable to the ICO.

Any queries or concerns about how your personal data is being processed should be emailed to the Chair - chair@4ssc.co.uk